### **Privacy declaration**

Massage & Coaching Wassenaar, located at Anemonenweg 16, 2241XK Wassenaar, is responsible for the processing of personal data as shown in this privacy statement.

#### Contact details:

https://www.massage-coaching-wassenaar.nl

Anemonenweg 16

2241XK Wassenaar

Tel: 0653765298

M.J. Wolters is the Data Protection Officer of Massage & Coaching Wassenaar. She can be reached via margrietwolters23@gmail.com

### Personal data that we process

Massage & Coaching Wassenaar processes your personal data because you use our services and / or because you provide this information to us yourself.

Below you will find an overview of the personal data that we process:

- First and last name
- Address data
- Sex
- Phone number
- E-mail address
- Other personal data that you actively provide, for example by creating a profile on this website, in correspondence and by telephone
- Information about your activities on our website

## Special and / or sensitive personal data that we process

Massage & Coaching Wassenaar processes the following special and / or sensitive personal data of you:

- information about your health: physical and / or mental health, use of medication, home situation, work, etc., only to the extent necessary for the treatment

### For what purpose and on what basis we process personal data

Massage & Coaching Wassenaar processes your personal data for the following purposes:

- To be able to provide services

- Reporting what was done during the session (massage, exercises, which insights and interim evaluation) so that careful treatment can take place.

You can of course view, change or delete your file at any time.

- Sending our newsletter
- To be able to call or e-mail you if necessary to perform our services
- Massage & Coaching Wassenaar also processes personal data if we are legally obliged to do so, such as information that we need for our tax return.

### **Automated decision making**

Massage & Coaching Wassenaar does not make decisions based on automated processing on matters that can have (significant) consequences for people. These are decisions taken by computer programs or systems, without involving a person (for example, an employee of Massage & Coaching Wassenaar). Massage & Coaching Wassenaar uses the following computer programs or systems:

Calendly: calendar system: an online calendar for scheduling appointments

# ?? ActiveCampaign, email system. For sending e-mails with information about : MOK?

## How long we keep personal data

Massage & Coaching Wassenaar does not store your personal data longer than is strictly necessary to achieve the purposes for which your data is collected.

### Sharing of personal data with third parties

Massage & Coaching Wassenaar only provides to third parties and only if this is necessary for the execution of our agreement with you or to comply with a legal obligation.

### Cookies, or similar techniques, that we use

Massage & Coaching Wassenaar only uses technical and functional cookies. And analytical cookies that do not infringe your privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit this website. The cookies we use are necessary for the technical operation of the website and your ease of use. They ensure that the website works properly and remember, for example, your preferred settings. We can also optimize our website with this. You can opt out of cookies by setting your internet browser in such a way that it no longer stores cookies. In addition, you can also delete all information previously saved via your browser settings. For an explanation, see: <a href="https://veiliginternetten.nl/themes/situation/cookies-wat-zijn-het-en-wat-doe-ik-ermee">https://veiliginternetten.nl/themes/situation/cookies-wat-zijn-het-en-wat-doe-ik-ermee</a>

## View, modify or delete data

You have the right to view, correct or delete your personal data. You also have the right to withdraw your consent to the data processing or to object to the processing of your personal data by Massage & Coaching Wassenaar and you have the right to data portability. This means that you can submit a request to us to send the personal data that we have about you in a computer file to you or another organization mentioned by you. You can send a request for access, correction, deletion, data transfer of your personal data or request for cancellation of your consent or objection to the processing of your personal data to info@massage-coaching-wassenaar.nl. To ensure that the request for access has been made by you, we ask you to send a copy of your ID with the request. Make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Citizen Service Number (BSN) black in this copy. This is to protect your privacy. We will respond to your request as soon as possible, but within four weeks. Massage & Coaching Wassenaar would also like to point out that you have the option to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link: <a href="https://autoriteitpersoonsgegevens.nl/nl/">https://autoriteitpersoonsgegevens.nl/nl/</a> contact-met-de-autoriteit-persoonsgegevens/tip-ons

## How we protect personal data

Massage & Coaching Wassenaar takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized changes. If you feel that your data is not properly secured or there are indications of abuse, please contact our customer service or via margrietwolters23@gmail.com